Student Records
Waitlist – View a Class Roster

Overview

You can view class rosters by enrollment status:

- Enrolled
- Dropped
- Waiting

Steps

Viewing a Class Roster

1. Navigate to: Curriculum Management > Class Roster > Class Roster.

2. Enter Academic Institution.
3. Enter Term.
4. Enter Class Number.
5. Click Search.
6. Select “Waiting” in Enrollment Status. The Enrollment Status defines the Class Roster Type that the system displays for you (Enrolled, Dropped, or Waiting).
7. View Waitlisted number next to Enrollment Capacity. This is the total number of students who appear on the class roster for that enrollment status.

8. (Optional) Click the title link of the class (for example, FINA-F 100 – 1100 (20700)) to view more details on the Class Detail page.

9. View the students' IDs and Names.

10. View Program and Plan. The primary academic program and plan of the student on the roster as of the beginning of the term of the class.

11. View Level.

12. View Waitlist Type and Waitlisted Class Nbr.

13. View Status Note. The roster is sorted by waitlist position number.